Today's Date: <u>July 1, 2004</u>   PATENT. NO.: <u>6,387,556</u>

REFUND COVER SHEET (10/2002 CBN)   Serial Number: <u>09/322,666</u>

<u>SP</u>   LIE (note initials)   <u>MAJ</u> Leader processing this Refund Request (note initials)

Team Leader review the CofC Request (or the issued CofC, if the request can not be located) and determine whether or not a refund is due, note why a refund is due <u>or</u> why a refund is not due in "Comments" and

- ☐ Dispatch file to the LIE, *if* a refund is due <u>or</u>
- ☐ Dispatch and return file to Supervisor, if not refund is due, to direct response/letter to applicants and update refund log.

☐ $_____Refund is due. Team Leader dispatch/wand file to LIE to prepare forms and request for a refund.

> ➢ Preparing forms and request for a refund:
>   - Place fee stamp on transmittal letter (or RAM printout reflecting fee to be refunded), note account number, fee code, amount to be refunded.
>   - *Circle the amount you have noted to be refunded* and *write "Refund" beside the amount to be refunded* (see examples);
>   - *Circle the blue fee endorsement,* located near lower portion of transmittal/request and write "Refund" beside endorsement;
>   - Supply other info on refund form; and.
>   - Place refund papers in finance box..
>   - After fee(s) is refunded and the file is returned to 9200, forward RAM printout, (reflecting that a refund has been completed) to Team Leader <u>noted above</u>, to update their records and place RAM printout in rack for completed refunds.
>   - *Please complete refunds and returned to Team Leader, within 7 workdays!*

☐ No refund is due. Team Leader note reason(s) why no refund is due, below and dispatch file to supervisor with this cover sheet (use reverse side for additional comments: <u>It appears that claim 154 (original claim 167) was last amended on Jan. 2, 2001 and that the patented claim was printed in accordance with the record (in accordance with the claim as last (Amended). Therefore, it appears that no refund is due here, as determined.</u>_____

OTHERCOMMENTS (see reverse side for additional comments: <u>Since the wording being deleted may not be typographical (spelling, grammar, format or duplicated text errors) in that claim, it appears that Stacy should have sent to the TC/SPE, to assist in determining if correction should be made. Dispatch file to Stacy and request that he ask/email SPE to make sure the CofC was appropriately issued.</u>

☐ **Preparation of Refund Example:**

(Note, "REFUND", circle the fee code and the fee, and the bold fee amount, in the endorsement below.)

04/01/2050 MARYANNE1 00000001 12 345601 FC 1811 **100.00** CH

REFUND ➜

FEE VALUE ACCOUNTABLILTY	
DEPOST ACCOUNT NO.	
12	*3456*
FEE CODE	VALUE FURNISHED
1811	*100·⁰⁰*